




## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>UPDATING AND MAINTAINING NPI APPLICATION DATA</b>	POLICY NO. <b>106.15</b>	EFFECTIVE DATE <b>06/2008</b>	PAGE <b>1 of 4</b>
APPROVED BY:  Director	SUPERSEDES <b>112.22 06/2008</b>	ORIGINAL ISSUE DATE <b>06/2008</b>	DISTRIBUTION LEVEL(S) <b>1, 2</b>

### PURPOSE

- 1.1 The purpose of this policy is to ensure that DMH, its employees, contractors (legal entities and Fee-For Service) and their employees are aware that they are responsible for ensuring that their NPI application data is kept up to date.

### POLICY

- 2.1 DMH, its employees, contractors (legal entities and Fee-For-Service) and their employees will comply with Health Insurance Portability and Accountability Act (HIPAA) requirement (CFR 45, Part 162), effective January 23, 2005, i.e., DMH and its employees and contractors will update their NPI application data within 30 days of the changes.
- 2.2 Office of Inspector General (OIG) and Centers for Medicaid and Medicare Services (CMS) are responsible for ensuring compliance with HIPAA Administrative Simplification rules and regulations. Should the OIG and/or CMS find that NPI application is not up to date, the OIG and/or CMS may fine the responsible party.

### DEFINITIONS

- 3.1 National Provider Identifier (NPI): The NPI is a 10-position numeric identifier, with a check digit in the 10<sup>th</sup> position and no intelligence about the health care provider is in the number. When referring to intelligence about the health care provider, this means that looking at the number, no one can tell where the services are provided, the type of provider, or taxonomy. The numbers are randomly assigned. An NPI replaces existing legacy provider numbers used to identify a rendering provider (an individual – Type 1 NPI) to a health plan, or an organizational provider (Type 2 NPI). These numbers are used in electronic claiming transactions.



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- 3.2 National Plan and Provider Enumeration System (NPPES); The Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* mandated the adoption of a standard unique identifier for health care providers. The NPPES collects identifying information on health care providers and assigns each a unique NPI.

## **PROCEDURE**

- 4.1 DMH employees, Legal Entity employees, and Fee-For-Service providers (individuals) that have been assigned a Type 1 NPI must furnish updates (changes) in their required NPI data to the NPPES within 30 days of the changes. DMH, Legal Entity Organizations, and Fee-For-Service Organizational Providers that have been assigned a Type 2 NPI must also furnish updates (changes) in their required NPI data to the NPPES within 30 days of the changes.

Required information includes:

<b>For Individual Providers (Type 1 NPIs)</b>
Provider Name
Social Security Number (SSN) or ITIN if not eligible for SSN
Provider Date of Birth
State of Birth
Provider Gender
Mailing Address
Practice Location Address and Phone Number
Taxonomy (Provider Type)
State License Information (required only for certain taxonomies)
Contact Person Name
Contact Person Phone number and E-mail address

<b>For Organizational Providers (Type 2 NPIs)</b>
Organization Name
Employer Identification Number (EIN)



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Name of Authorized Official for the Organization
Phone number of the Authorized Official for the Organization
Organization Mailing Address
Practice Location Address and Phone Number
Taxonomy (Provider Type)
Contact Person Name
Contact Person Phone number and E-mail address

4.1.1 Access the NPPES web site:

<https://nppes.cms.hhs.gov/NPPES/Welcome.do>

4.1.2 Per the NPPES Home Page:

As a **Health Care Provider**, you must click on [National Provider Identifier \(NPI\)](#) to login or apply for an NPI.

4.1.3 See: **Want to View or Update your NPI data?** click on Login.

4.1.4 Log in by entering your User ID followed by your password. Click on Login.

4.1.5 Review the data on each screen.

4.1.6 Update the information.

4.1.7 For your records, print each screen as you complete your updates or review.

4.1.8 Log off when completed.

4.1.9 Receive confirmation of your changes. Keep this document in the event of audit.

4.2 Legal Entities and Fee-For-Service organizational providers which have been assigned an NPI must furnish updates (changes) in their required NPI data to the National Provider System within 30 days of the changes using the NPPES.

4.2.1 Organizational providers will follow the same procedures listed in 4.1 with the exception that they will be reviewing data and updating information for their organization.

4.2.2 Organization providers should review their contract to ensure that these changes are reported to DMH consistent with their contract.



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4.3 DMH Changes in the required information (see table in 4.1) shall be reported to the Compliance Program Office by the District Chief or Program Manager within 15 days of the change. The change may be reported using the Provider File Adjustment Request (PFAR) or simply by sending an e-mail to the Compliance Officer.

4.3.1 The Compliance Officer will follow the same procedures listed in 4.1 with the exception that they will be reviewing data and updating information for their organization.

### **AUTHORITY**

Health Insurance Portability and Accountability Act (HIPAA) requirement (CFR 45, Part 162), effective January 23, 2005.

### **REVIEW DATE**

This policy shall be reviewed two (2) years from the date of the original issuance.

### **RESPONSIBLE PARTY**

The DMH Compliance Officer